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PROCESSING Monthly E-Recording Transactions

You will need the monthly list of transactions from your E-Recording filing.

STEP 1: Run Query – You will run the below query which is from the Treasury file of transactions sent to DBF for the current month. The query summary result should equal the summary amount of the transactions you received from Simpli-File for E-Recordings.

NAVIGATION: *Main Menu > Reporting Tools > Query > Query Viewer*

1. The *Query Viewer* page will display.
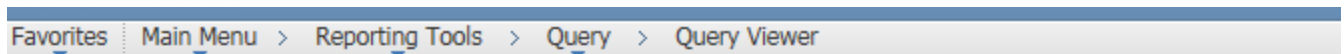
2. Enter 'AOC_TREASURY_ERECORDING in the begins with box and Click Search.
   a. Run to HTML or Excel. Then download to Excel if you run to HTML.
   b. Add to Favorites for future ease.

3. Compare the query result to the Simplfile report and confirm the summary amounts match.
   a. If there is a problem, please enter a Service Now ticket for the GEARS Team for assistance.

Last Revised: 12/09/2016

STEP 2: Create a New E-Recording Bill – **Create a new $0.00 ERS Bill.**

NAVIGATION: *Main Menu > Billing > Maintain Bills > Standard Billing*

1. The *Bill Entry* page will display.
   a. Click the **Add a New Value** tab to create a new Bill.
   b. Complete all fields with the following:
      i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
      ii. **Invoice:** Defaults to "NEXT", next available bill number will be automatically assigned.
      iii. **Bill Type Identifier:** "JER" = (Adjustment E-Recording).
      iv. **Bill Source:** "ONLINE"
      v. **Customer:** "JUD##"
      vi. **Invoice Date:** Current date (see note below).
      vii. **Accounting Date:** Current date (see note below).
   c. Click the **Add** button.

> **Note**: Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing an ERS bill September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August.

Bill Entry

Find an Existing Value	Add a New Value

Business Unit: JUD13

Invoice: NEXT

Bill Type Identifier: JER

Bill Source: ONLINE

Customer: JUD13

Invoice Date: 11302016

Accounting Date: 11302016

Add

2. The *Header – Info 1*, of the Bill detail page will display.
   a. Confirm the **Type:** field is set to "JER".
   b. Confirm the **Source:** field is set to "ONLINE"
   c. Click the Notes link at the bottom of the page to add an audit note explaining the reason for the adjustment.

1. Add a note to the bill header indicating the timeframe of the E-Recordings.

   d. Click the *Line – Info 1* tab.

3. The *Line –Info 1* page will display.

   NOTE: A new Bill line will need to be added for each unique Identifer/Charge Code with each Type of Revenue Charge recorded through Simpli-File for the current month.

   a. Complete the following fields:

      i. **Table:** Enter "ID".
      ii. **Identifier:** Enter the charge code (ERS -) for the first item that needs to be added.
      iii. **Gross Extended**: Enter amount of the item/charge code. All amounts should be entered in as a positive amount.
      iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
      v. Click the plus sign ⊞ to the right of the line to add additional bill lines.

   b. Repeat steps (3a. i-v) for all E-Recording items

c. After all lines are added for the charge codes, click the plus sign ⊞ to add another bill line for the Clearing Account.

   i. This amount will be a credit. (This should be the total of all the debit Bill lines).

d. Complete the following fields:

   i. **Table:** Enter "ID".

   ii. **Identifier:** Enter "CLEAR-JER".

   iii. **Gross Extended**: Enter the amount as a *credit*.

   iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.

   v. Click the Accounting link at the bottom of the page.

4. The *Acctg – Rev Distribution* page will display.
    a. Click the "View All" link to complete the Charge Code allocation information for each bill line.
    b. **Code:** Enter 'R', then select the proper PCA+ Account from the look-up list. The correct code is required to save the bill. See the Appendix for How to Look Up a Charge Code.
    c. **Dept:** Enter "JER" in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
    d. The CLEAR-JER accounting information is auto-filled and should not be changed.
    e. Confirm that the **Pretax Amt:** is 0.00 USD.
    f. Click the **Save** button.
    g. Click the *Header – Info 1* tab.

5. The *Header - Info 1* page will display
    a. **Status:** Change from "NEW" to "RDY" (Ready to Invoice).
    b. Click the **Save** button.

STEP 3: Run Single Action Invoice

NAVIGATION: *Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Active Invoice*

6. The *Single Action Invoice* page will display.
    a. Add a New Value for ERecroding or JER, something that will be meaningful to you. Or if you already have this run control then select it from the Search box.
    b. Click the Add button.
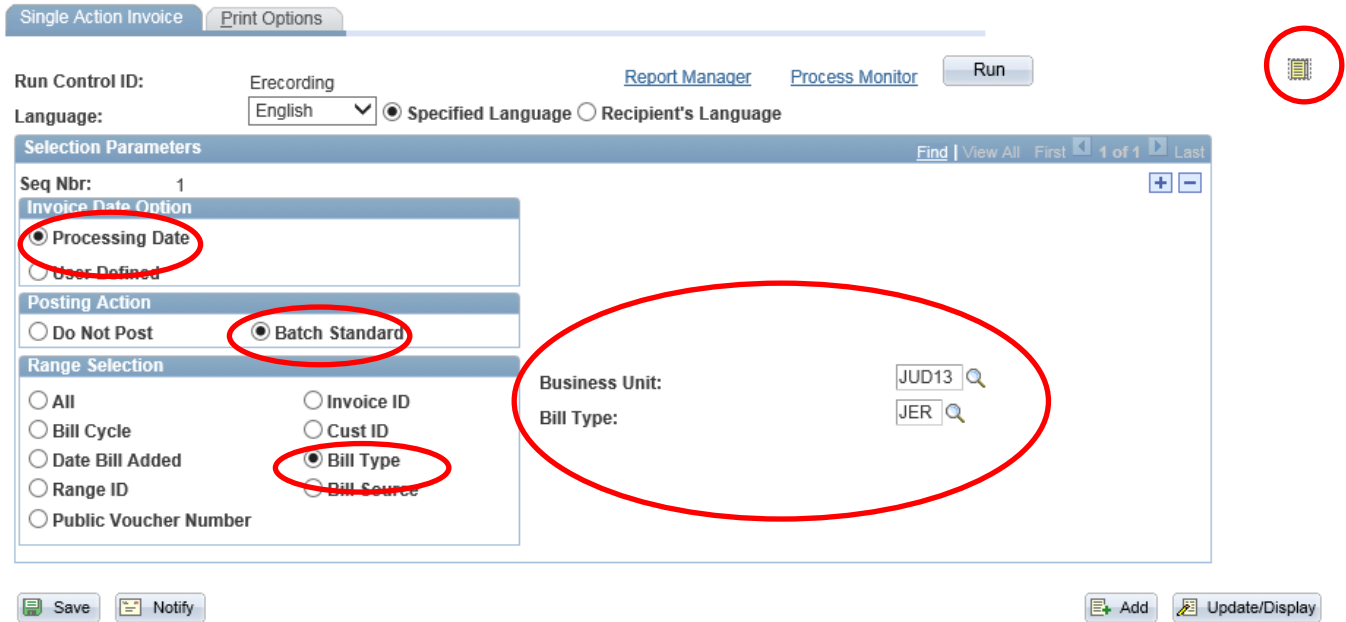
7. The *Single Action Invoice* Run Control page will display.
   a. Complete the following run control settings:
      i. **Invoice Date Option:** Select "Processing Date".
      ii. **Posting Action:** Select "Batch Standard".
      iii. **Range Selection:** Select "Bill Type".
      iv. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
      v. **Bill Type:** Select "JER".
   b. Click the **Save** button.
   c. ==Click the small "Bills to be Processed" icon 🗒 in the upper right of the page to confirm the number of Bills that are ready to be finalized.== If there are no bills listed or the number of bills does not match what is expected, there is a problem.
      i. Confirm the number of bill equals those you just entered.
      ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
   d. Click the **Run** button.

8. The *Process Scheduler Request* page will display.
   a. Select the checkbox for the AOC_MAIN (AOC Circuit & District Courts) Process Name.
   b. Click the **OK** button.

9. The *Single Action Invoice* Run Control page will display.
   a. A Process Instance number will display below the Run button to show processing has begun.
   b. Click the Process Monitor link.
10. The *Process List* page will display
    a. Click the AOC_MAIN process name link to review the status of all its sub-processes.
    b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
       i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS, this will be needed by the support staff to troubleshoot the issue.**

      c.   Click the ***BIIVC000*** sub-process.

           i.   Click the <u>Message Log</u> link to review the number of bills processed.

           ii.   Click the Return button, and then OK to return to the ***Process Detail*** page.

      d.   Click the ***BILDAR01*** sub-process.

           i.   Click the <u>View Log/Trace</u> link to select a downloadable PDF of the "Load AR Pending Items" report.

           ii.   Confirm that the report shows all bills = $0.00.

End of Monthly E-Recording Process